PeopleSoft Training:
Self Service
Learning and Development

REQUEST TRAINING

LICENSES AND CERTIFICATES

Education

Honors and Awards

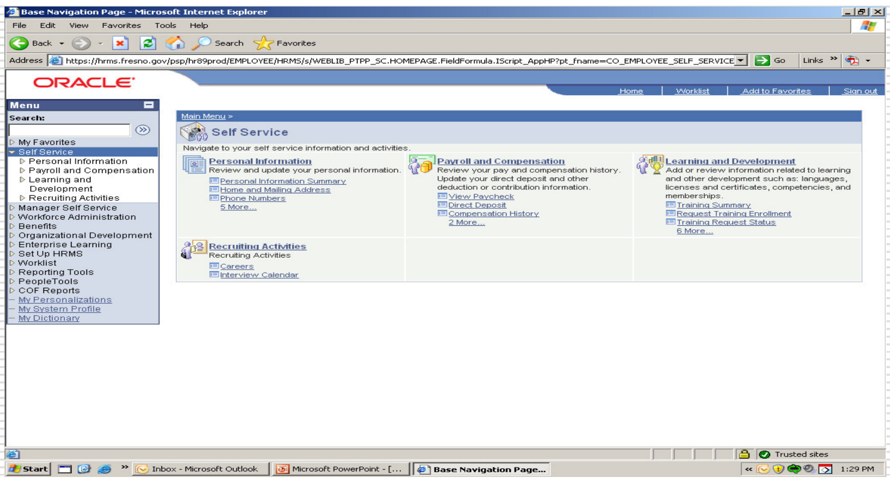
Memberships

Track COF and outside training

Languages

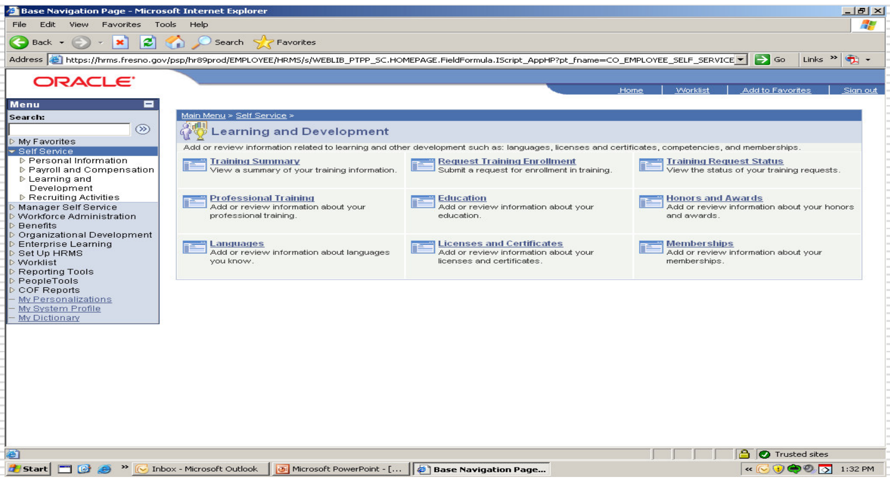
Click on the Personal Data Management icon from any City of Fresno network computer. From the PeopleSoft sign on screen, enter your UserID and password. If you do not remember your log-in information, please call the ISD help desk at X7100.

PeopleSoft Self-Service



From the main menu in PeopleSoft . . . click on Self Service and then Learning and Development.

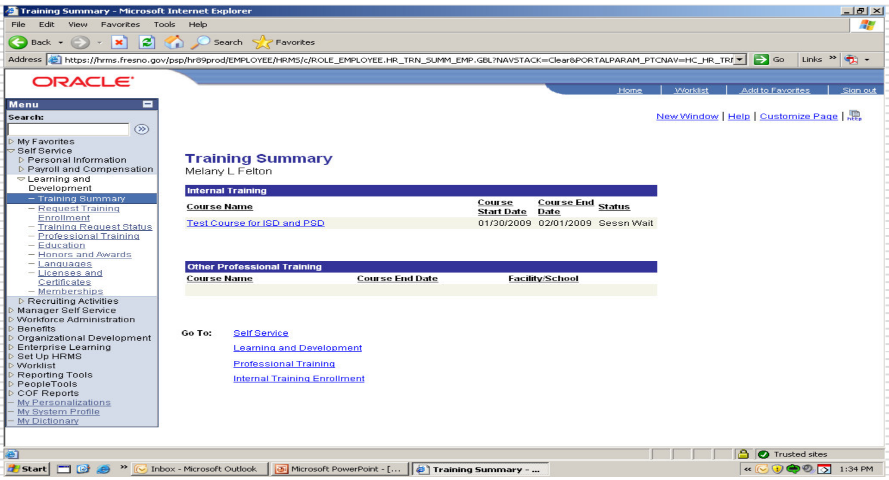
Self Service: Learning and Development



There are nine modules in Learning and Development:

1. **Training Summary** (View a summary of your training)
2. **Request Training Enrollment** (Submit a request for enrollment in training)
3. **Training Request Status** (View the status of your requests)
4. **Professional Training** (Add or review information about your professional training)
5. **Education** (Add or review information about your education)
6. **Honors and Awards** (Add or review information about honors and awards)
7. **Languages** (Add or review information about languages you know)
8. **Licenses and Certificates** (Add or review information about your licenses and certificates)
9. **Memberships** (Add or review information about your memberships)

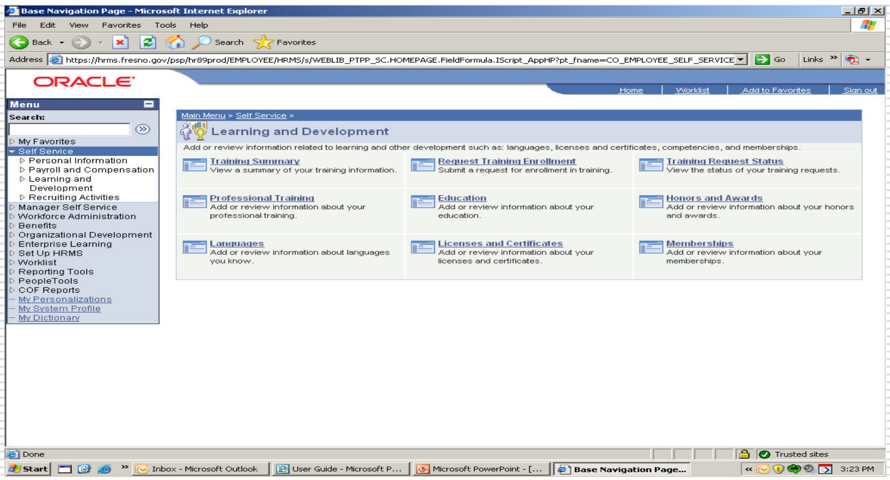
Learning and Development: Training Summary



The first icon under Learning and Development is:

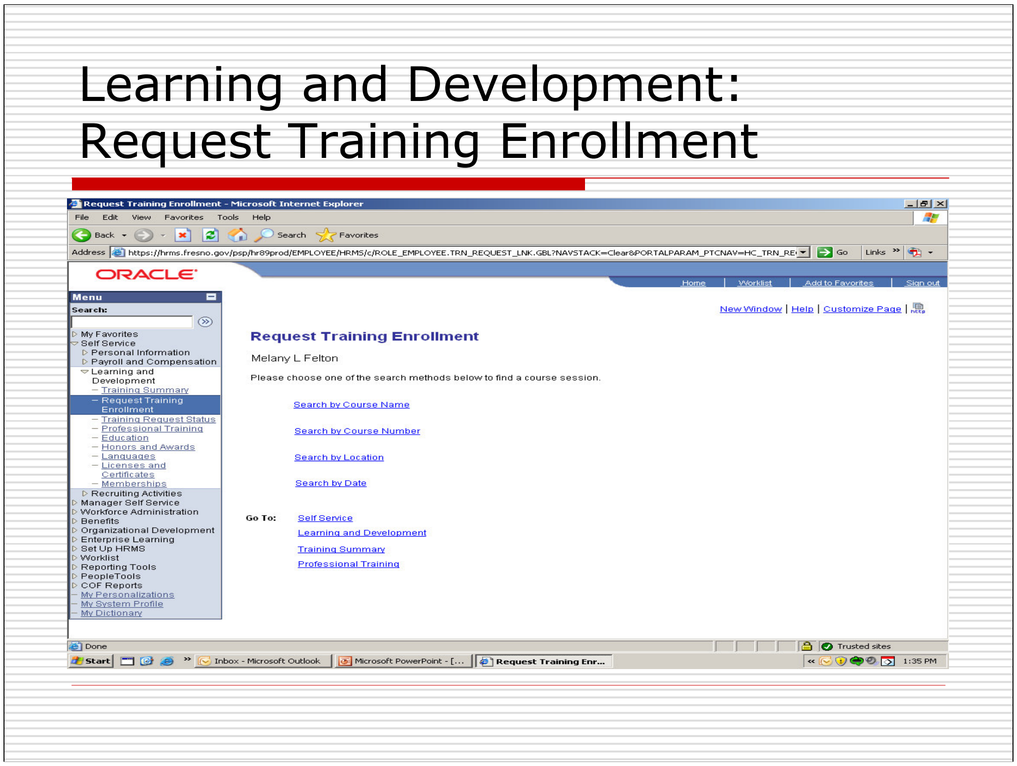
Training Summary (View a summary of your training). **Employees will be able to see a list of their internal training courses as well as other professional training courses completed outside the City of Fresno.**

Self Service: Learning and Development



The second icon under Learning and Development is:

Request Training Enrollment (Submit a request for enrollment in training).

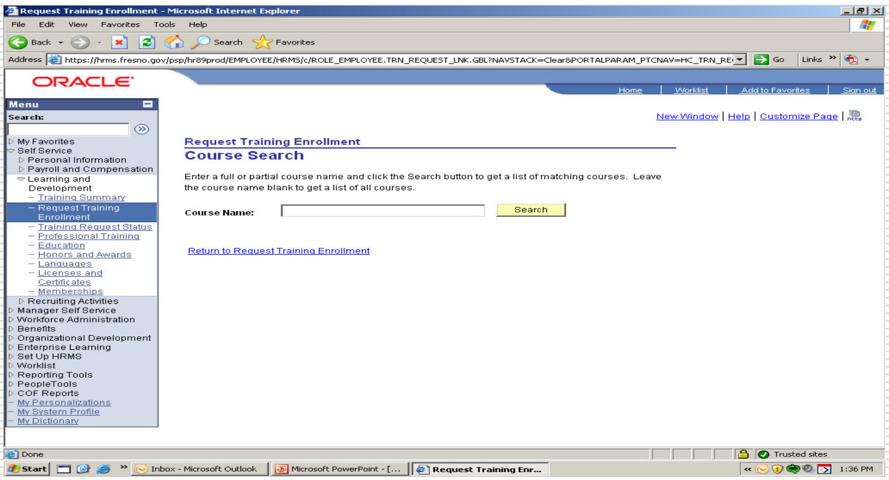


In Request Training Enrollment there are four ways to look for training courses:

1. **Search by Course Name**
2. **Search by Course Number**
3. **Search by Location**
4. **Search by Date**

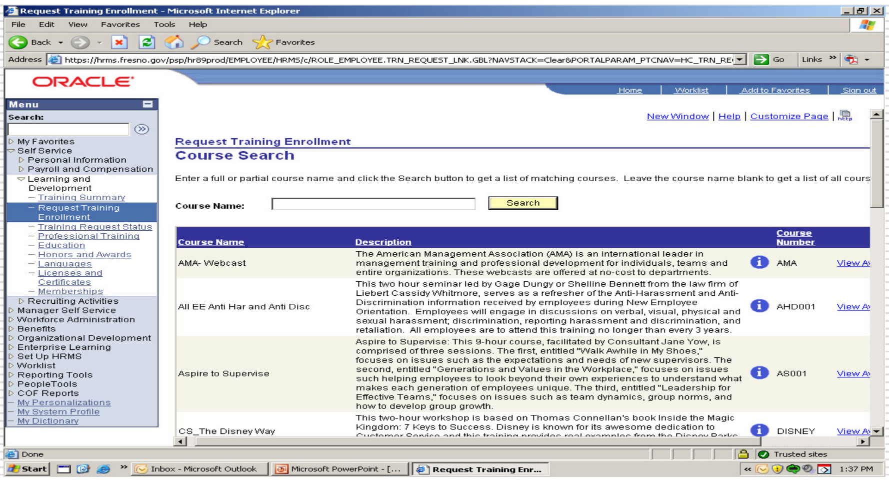
The most common way to search is by Course Name. To proceed, click on "Search by Course Name."

Learning and Development: Request Training Enrollment



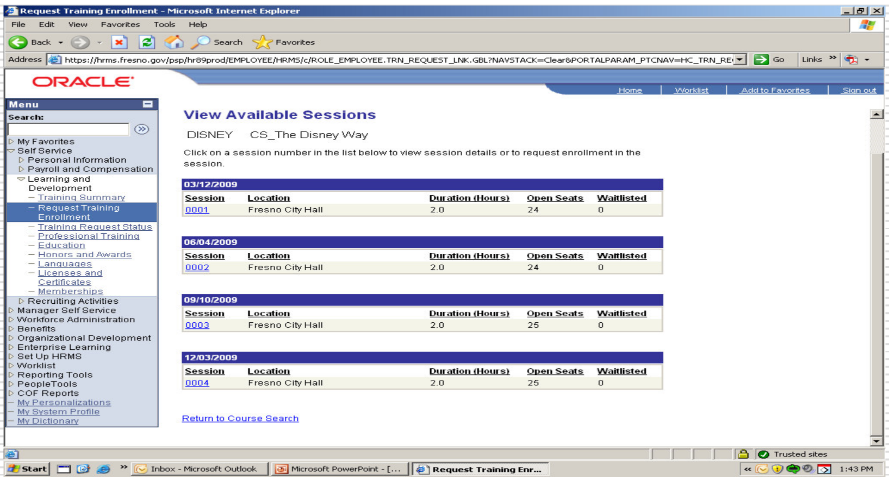
Enter a full or partial course name and click the "Search" button to get a list of matching courses. Leave the course name blank to get a list of all courses, then click on the "Search" button.

Learning and Development: Request Training Enrollment



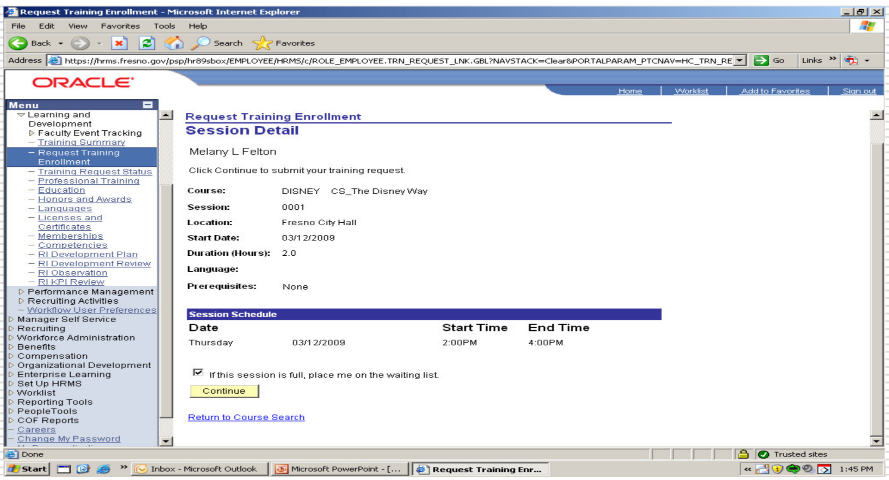
In the Request Training Enrollment page, view the complete list of all courses being offered at this time. Once you have located the course you would like to enroll in, click on "View Available Sessions."

Learning and Development: Request Training Enrollment



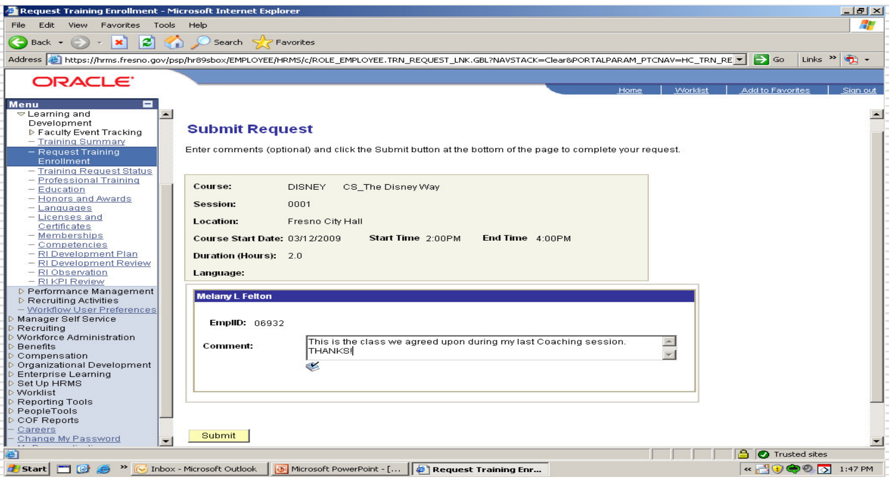
Click on a session number to view session details or to request enrollment in that session.

Learning and Development: Request Training Enrollment



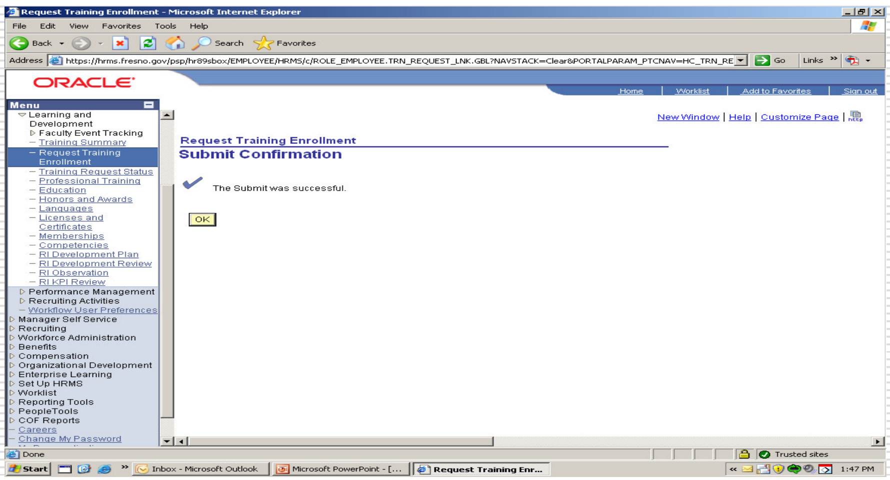
After reviewing session details, click “continue.”

Learning and Development: Request Training Enrollment



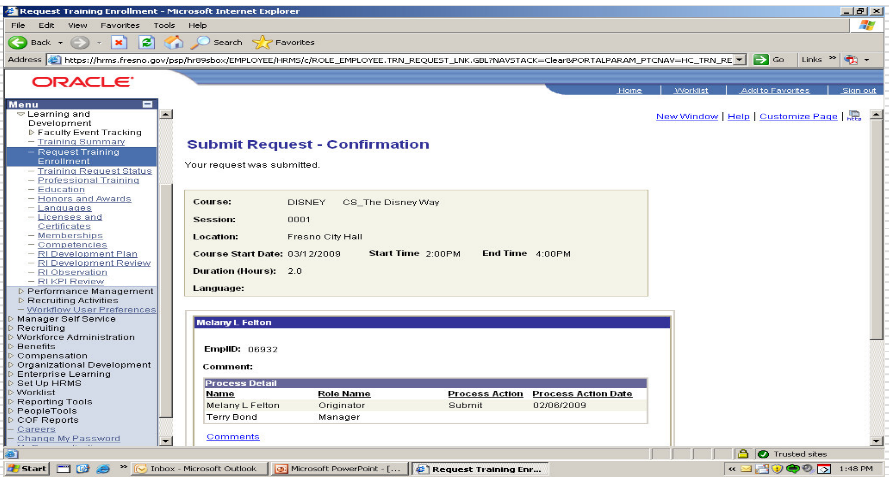
Enter comments (optional) and click the "Submit" button at the bottom of the page to complete your request for training.

Learning and Development: Request Training Enrollment



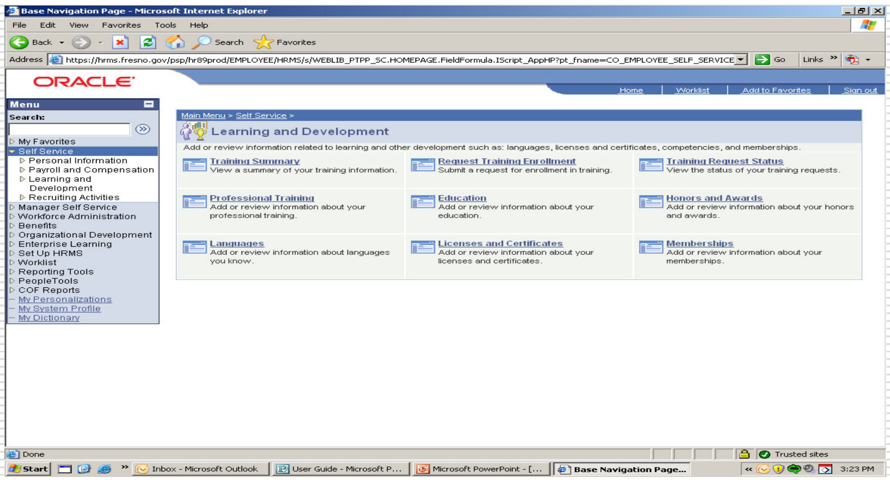
This page shows your transmittal (submit) was successful and proceed to the next page by clicking on the "Ok" button.

Learning and Development: Request Training Enrollment



This is your Submit Request -Confirmation Page…. letting you know your request for training was submitted successfully.

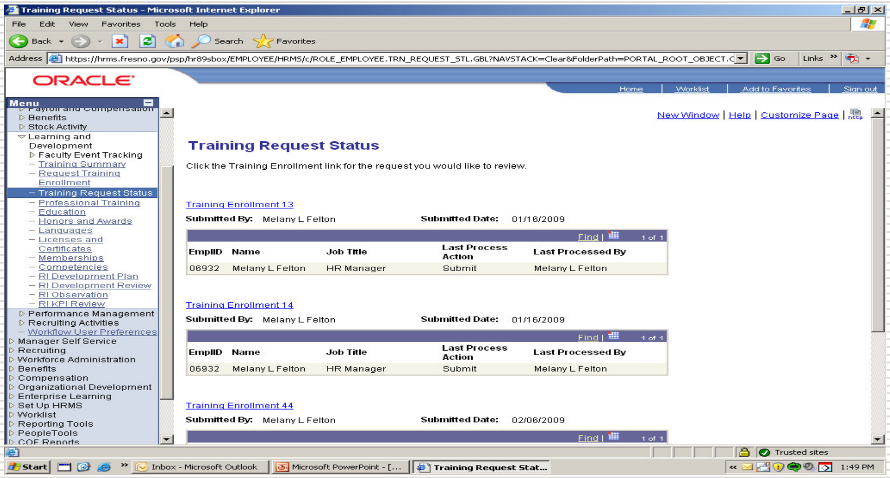
Self Service: Learning and Development



The third icon on the Learning and Development page is:

Training Request Status (View the status of your training requests).

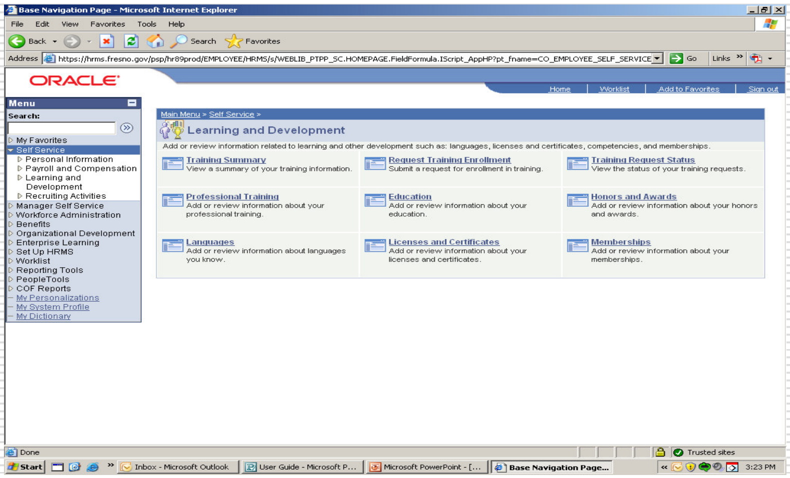
Learning and Development: Training Request Status



This is the Training Request Status page. It allows you to see the last process action taken on your request for training.

Click the "Training Enrollment" link for the request for training that you would like to review.

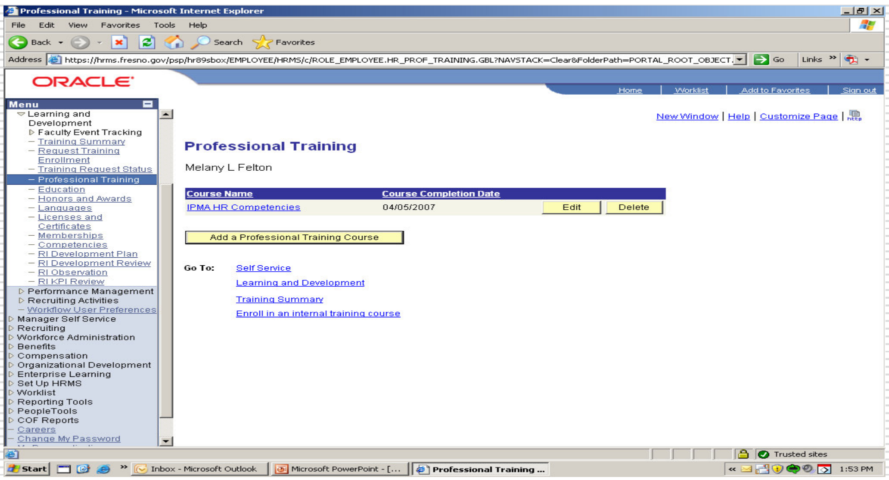
Self Service: Learning and Development



The next six icons are related to your personal PeopleSoft Profile. The icons are:

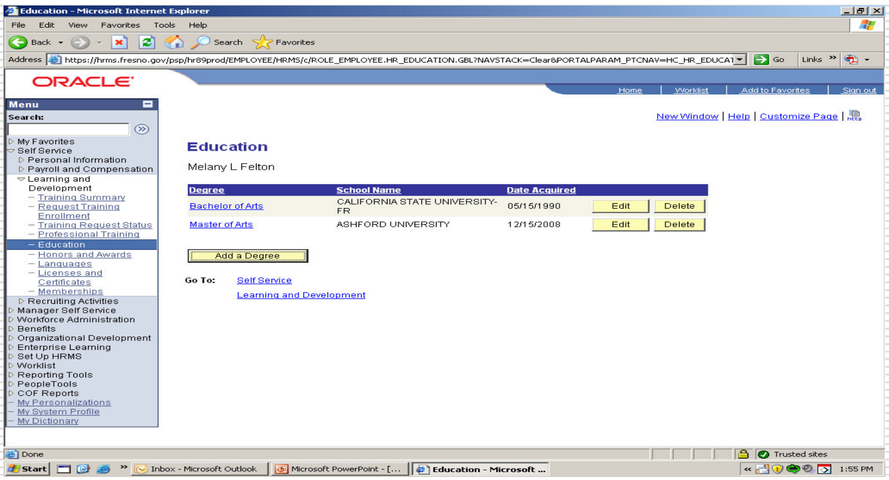
1. **Professional Training** (Add or review information about your professional training)
2. **Education** (Add or review information about your education)
3. **Honors and Awards** (Add or review information about your honors and awards)
4. **Languages** (Add or review information about languages you know)
5. **Licenses and Certificates** (Add or review information about your licenses and certificates)
6. **Memberships** (Add or review information about your memberships)

Learning and Development: Professional Training



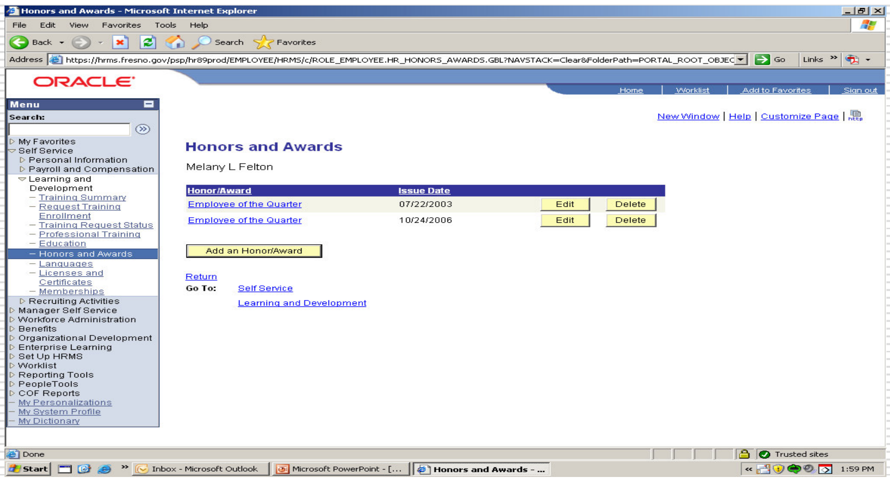
Here you can add or review your external (not City of Fresno) professional training.

Learning and Development: Education



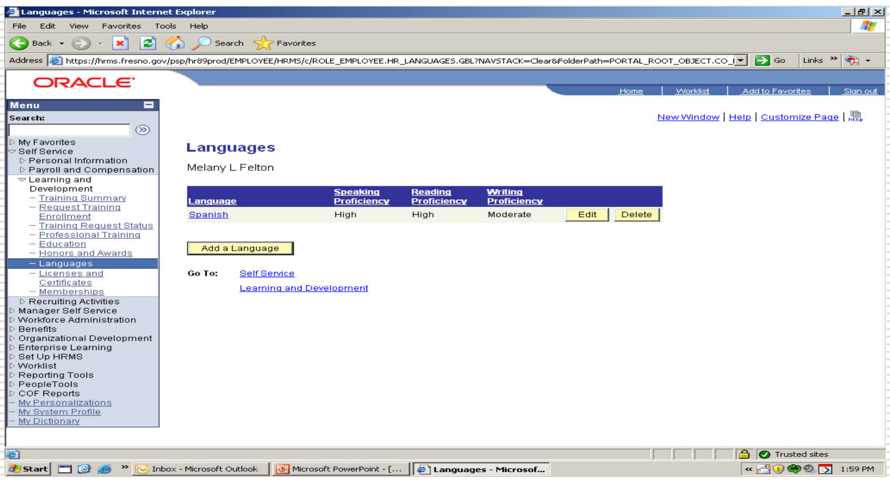
Here you can add or review your education.

Learning and Development: Honors and Awards



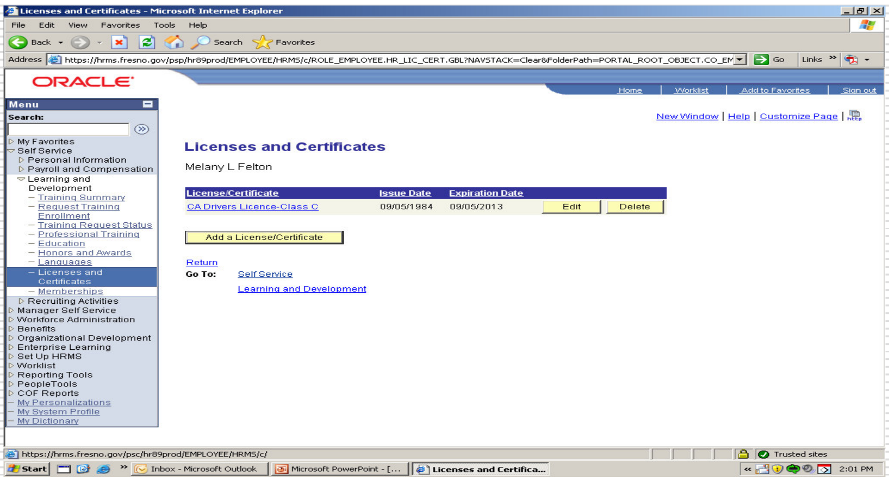
Here you can add or review Honors and Awards.

Learning and Development: Languages



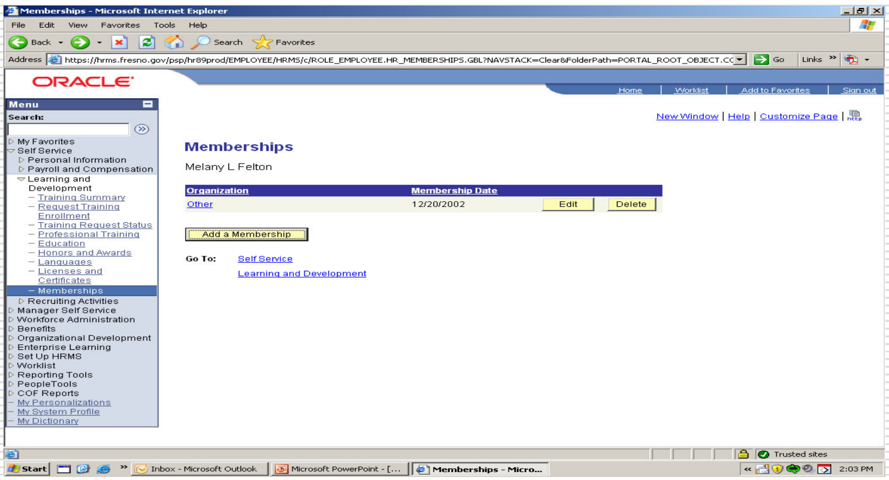
Here you can add or review information about Languages you know.

Learning and Development: Licenses and Certificates



Here you can add or review information about your Licenses and Certificates.

Learning and Development: Memberships

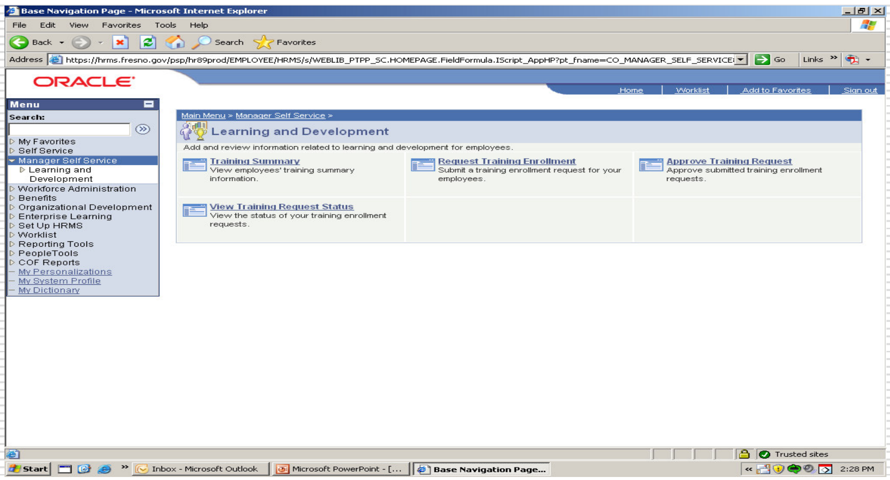


Here you can review information about your Memberships.

Welcome to the Manager Self Service Module. This area is designed for those employees in a supervisory or managerial role.

Click on the Personal Data Management icon from any City of Fresno network computer. From the PeopleSoft sign on screen, enter your UserID and password. If you do not remember your log-in information, please call the ISD help desk at X7100.

Manager Self Service
Learning and Development

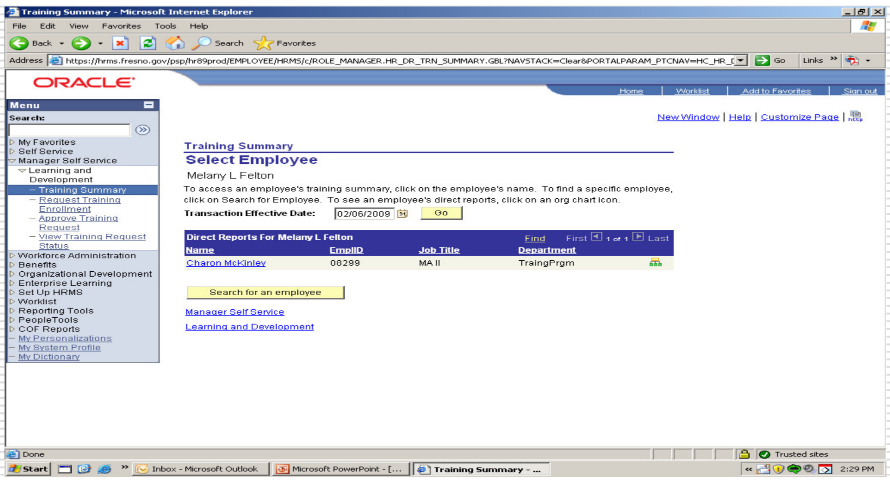


From the main menu in PeopleSoft . . . Click on Manager Self Service and then Learning and Development.

There are four modules in Learning and Development:

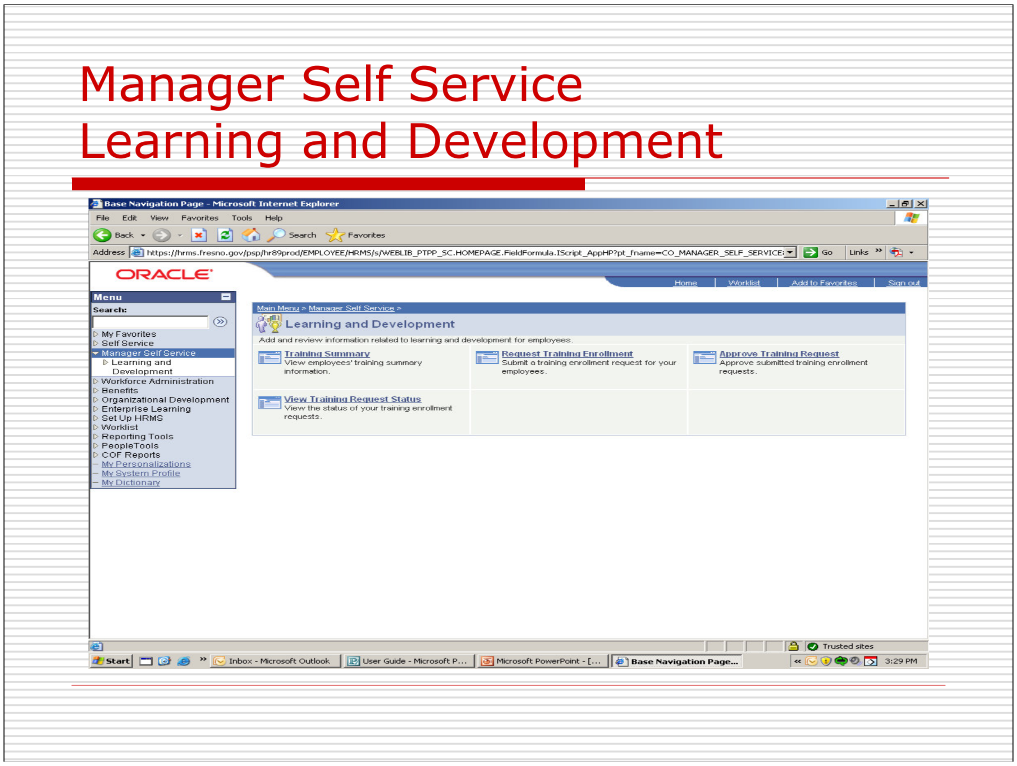
1. **Training Summary (View employees' training summary)**
2. **Request Training Enrollment (Submit a training enrollment request for your employees)**
3. **Approve Training Request (Approve/deny submitted training enrollment requests)**
4. **View Training Request Status (View the status of your staff's training enrollment requests)**

Learning and Development: Training Summary



Here is the Training Summary Page for your employees.

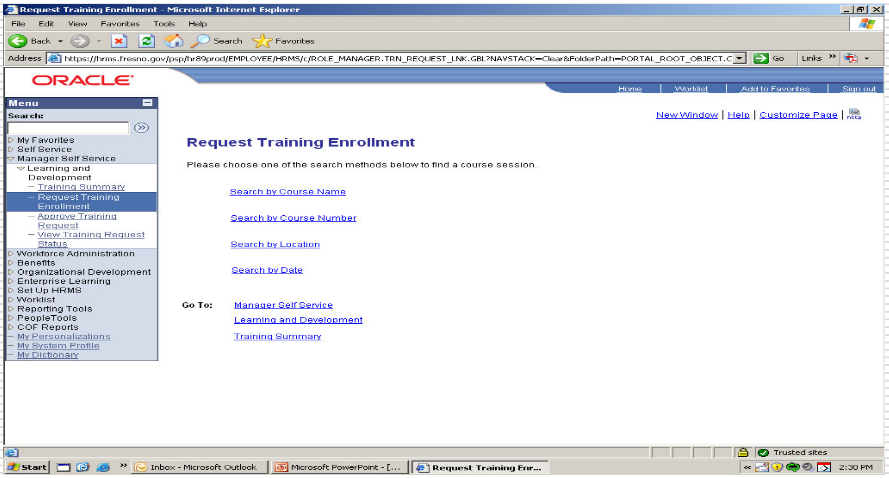
To access an employee's training summary, click on the employee's name. To find a specific employee, click on the "Search for Employee" button. To see the training summary of your *employee's* direct reports, click on the yellow/green org chart icon to the far right of that employee's name.



The second icon under Manager Self Service/Learning and Development is:

Request Training Enrollment (Submit a request for enrollment in training for your staff)

Training and Development: Request Training Enrollment

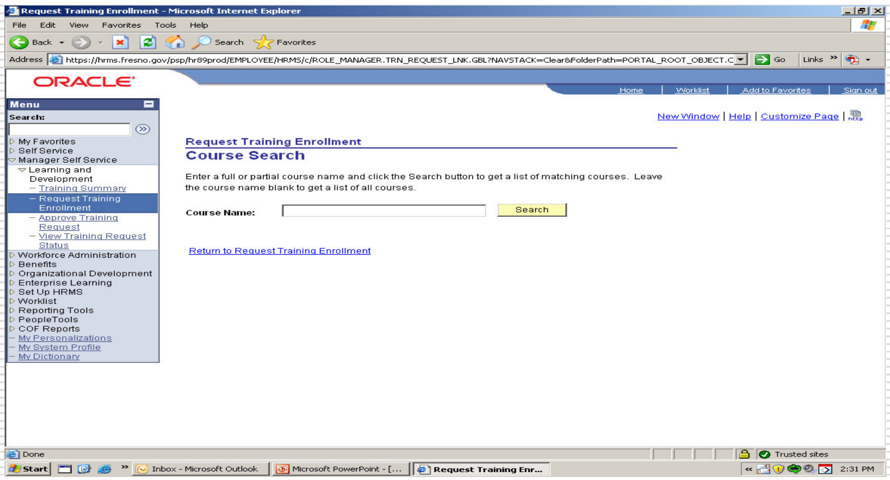


In Request Training Enrollment there are four ways to look for training courses:

1. **Search by Course Name**
2. **Search by Course Number**
3. **Search by Location**
4. **Search by Date**

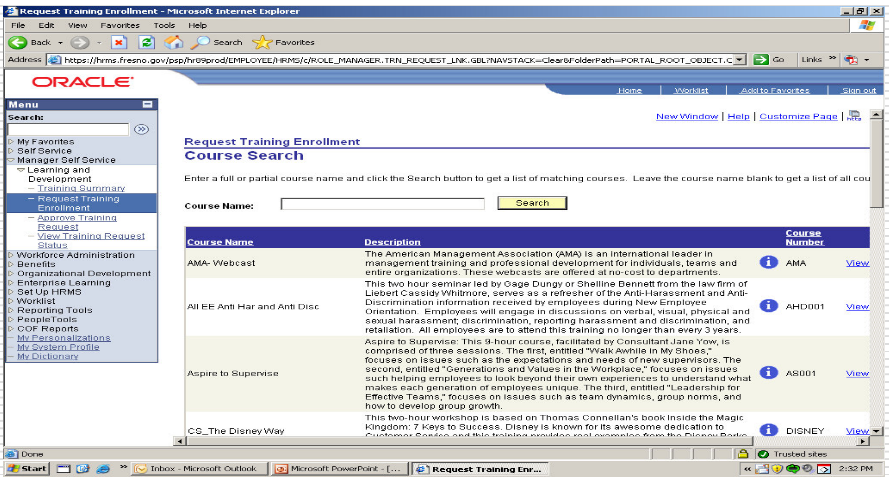
The most common way to search is by Course Name. To proceed, click on "Search by Course Name."

Training and Development: Request Training Enrollment



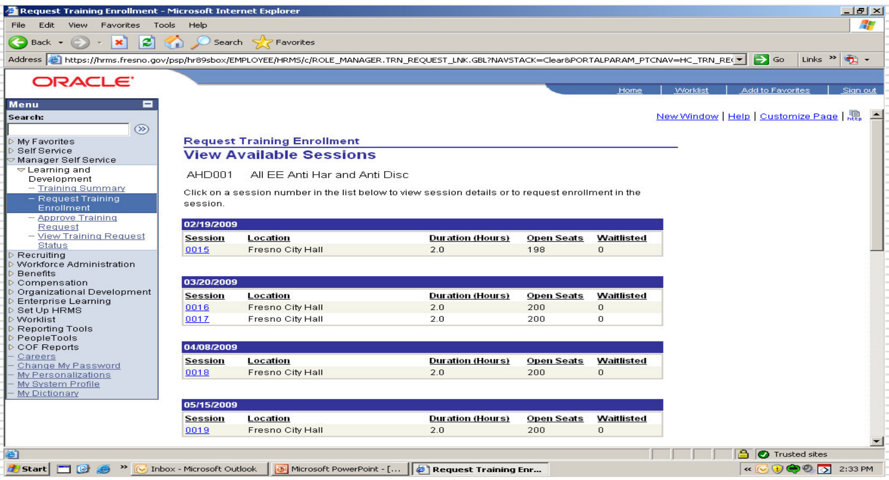
In the Request Training Enrollment page, click on the “Search” button.

Training and Development: Request Training Enrollment



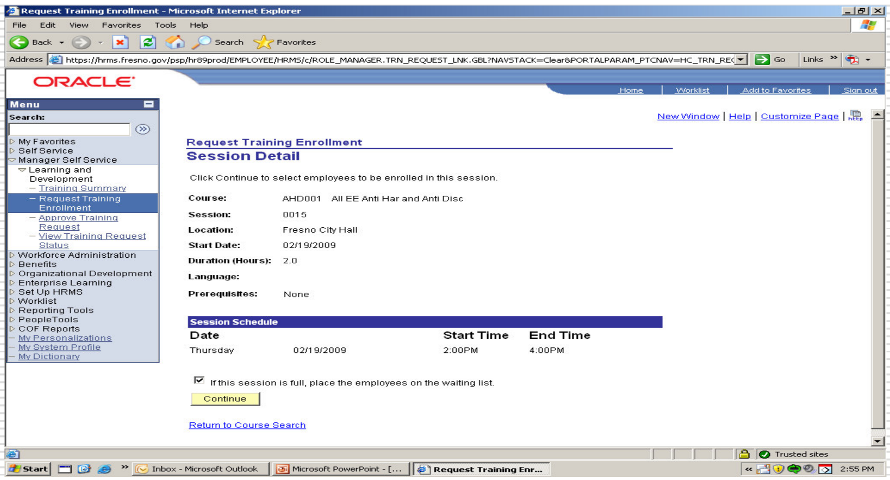
In the Request Training Enrollment page, view the complete list of all courses being offered at this time. Once you have located the course you would like to enroll in, click on the "View Available Sessions."

Training and Development: Request Training Enrollment



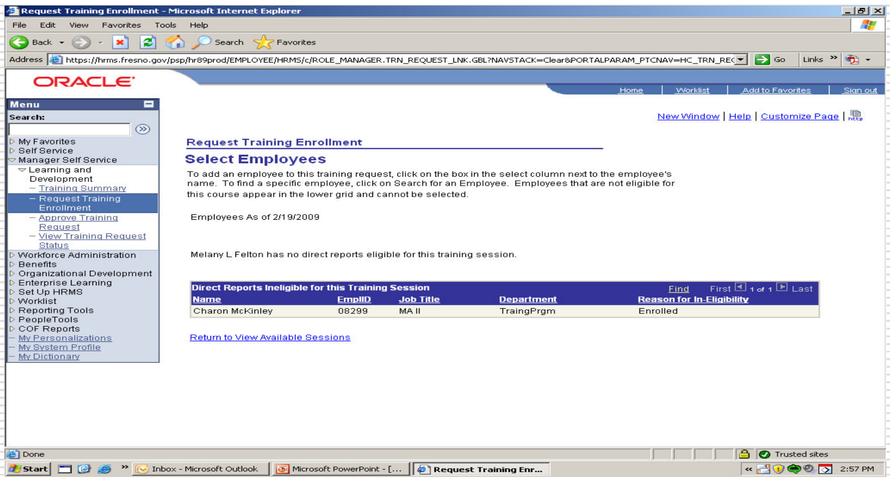
Click on a session number to view session details or to request enrollment in that session.

Training and Development: Request Training Enrollment



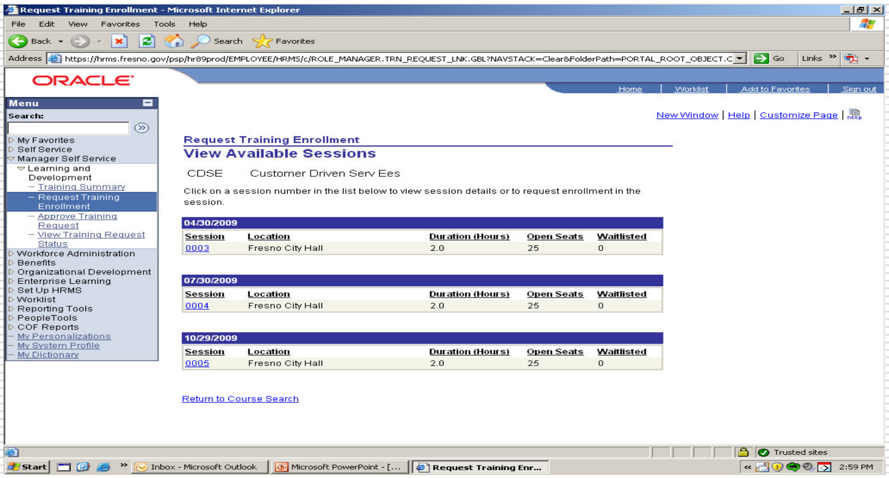
After reviewing session details, click "Continue" to select employees to be enrolled in this session.

Training and Development: Request Training Enrollment



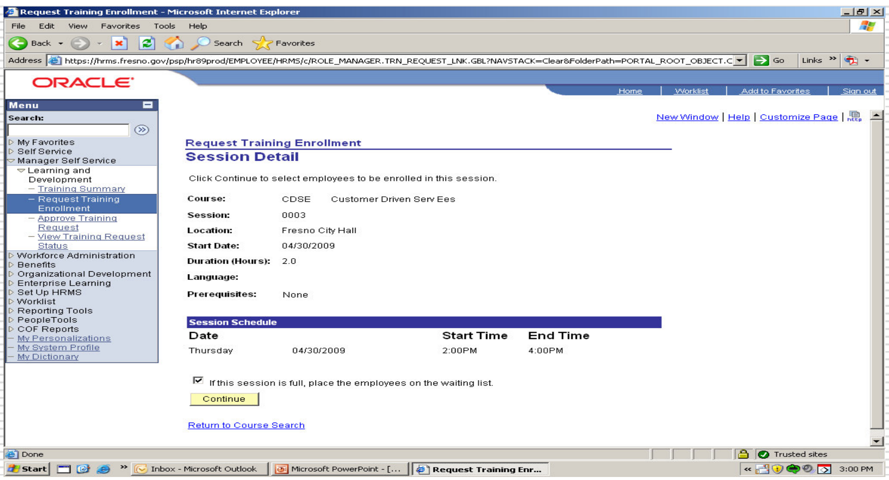
On this page you will be able to select employees for training enrollment. To add an employee to this training request, click on the box in the select column next to the employee's name. To find a specific employee, click on Search for an Employee. Employees that are not eligible (as seen within this example) for this course (e.g., are already enrolled or have already completed the course) will appear in a lower grid and cannot be selected for enrollment in that course.

Training and Development: Request Training Enrollment



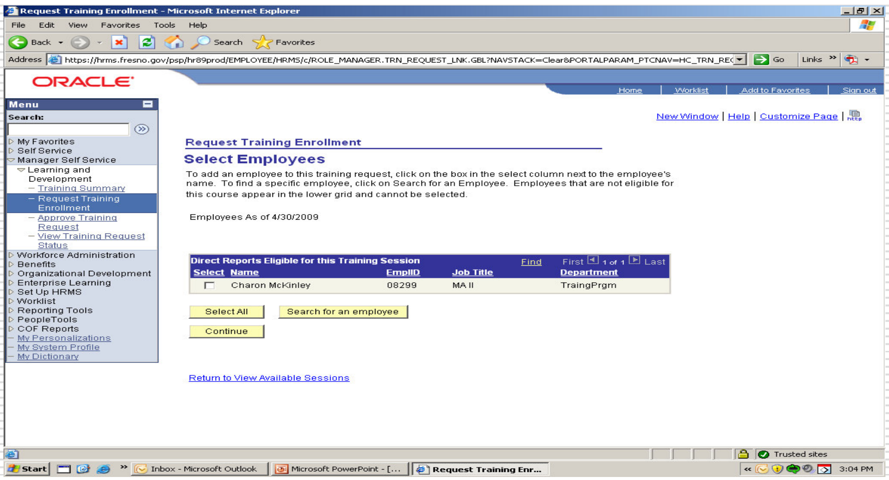
Since the manager's staff member was ineligible for that last training, the manager proceeds with another class option. Click on a session number to view session details or to request enrollment in that session.

Training and Development: Request Training Enrollment



Click "Continue" to select employees to be enrolled in this session.

Training and Development: Request Training Enrollment



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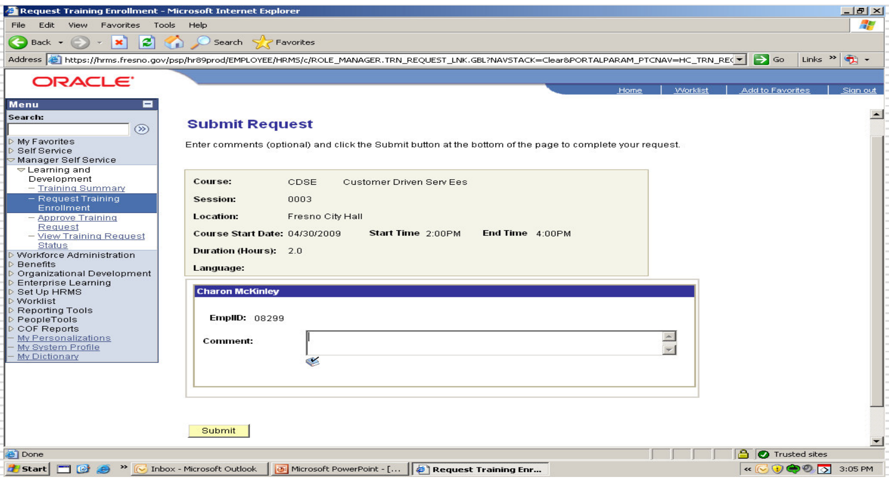
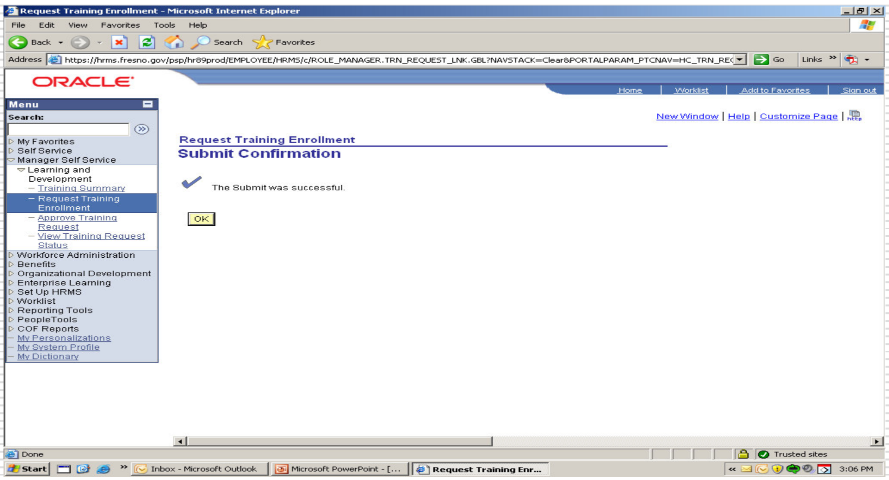
Training and Development: Request Training Enrollment



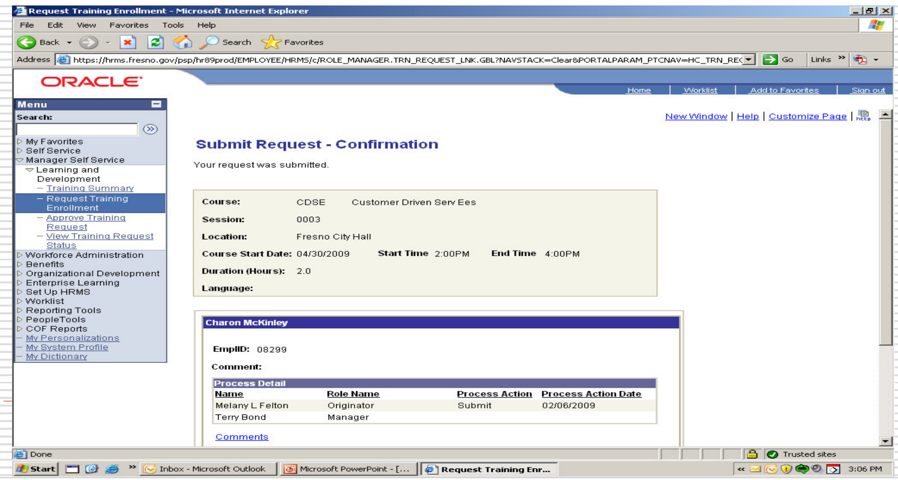
Enter comments (optional) and click the "Submit" button at the bottom of the page to complete your request. As a supervisor/manager requesting training on behalf of their employees, this request for approval will be sent to whomever that supervisor/manager reports to.

Training and Development: Request Training Enrollment



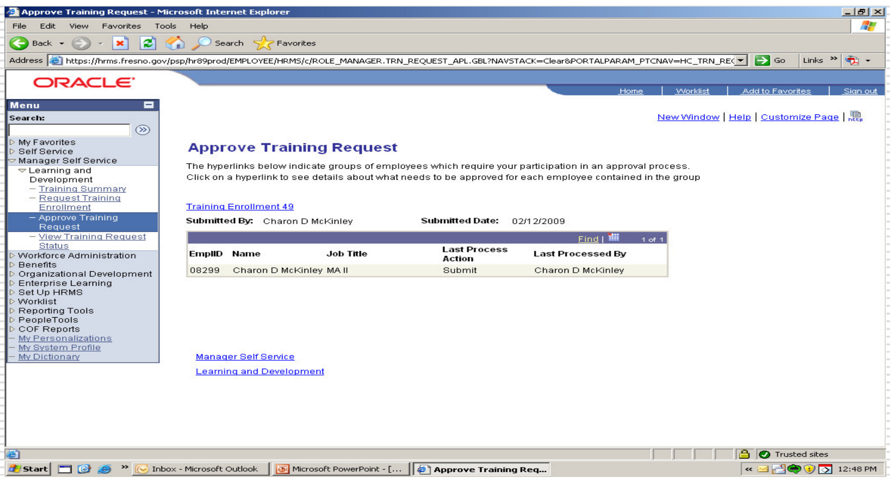
This page shows your transmittal (submit) was successful. Proceed to next page by clicking on the yellow "Ok" button.

Training and Development: Request Training Enrollment



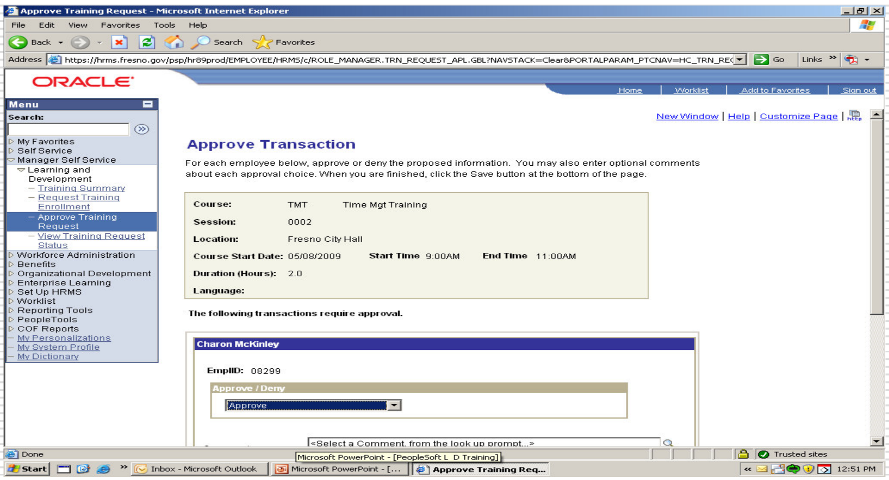
This is your Submit Request -Confirmation Page…. letting you know your request was submitted successfully.

Training and Development: Approve Training Request



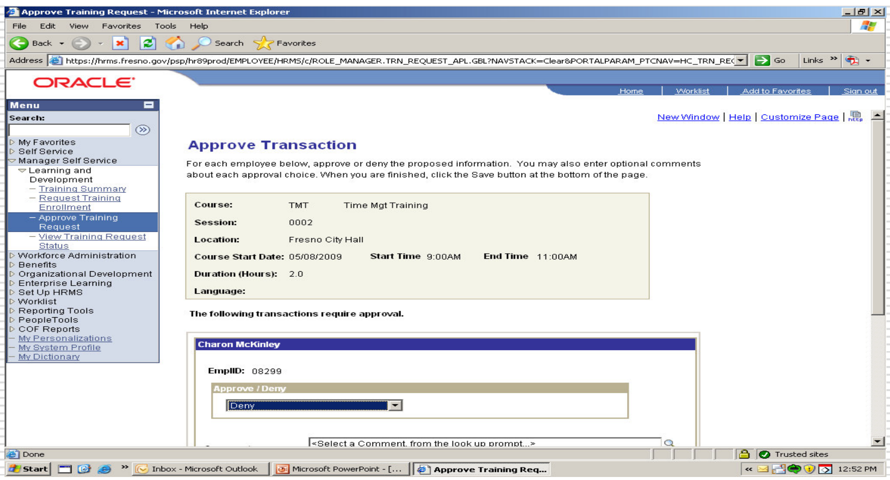
On this page you will be see training requests submitted by your employees. To proceed, click on the "Training Enrollment" link.

Training and Development: Approve Training Request



On this page, you can either choose to Approve or Deny the training request. To approve this request for training, choose "approve" and then click on "save" at the bottom of the page.

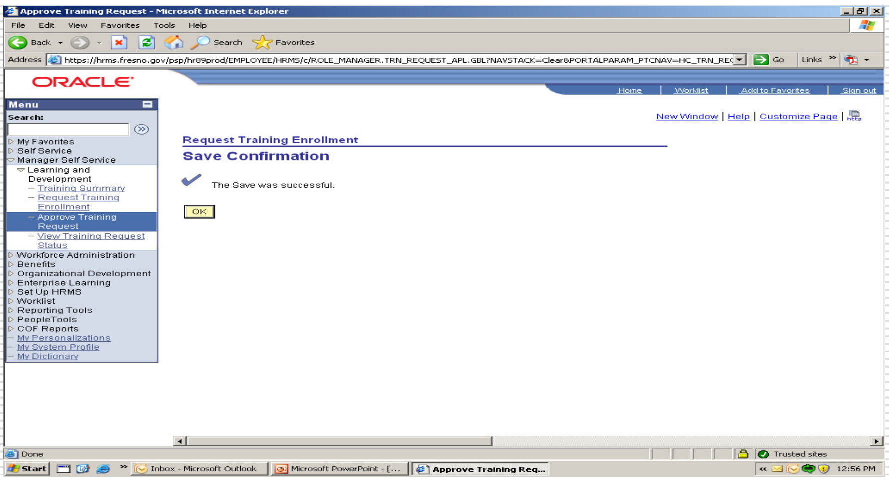
Training and Development: Approve Training Request



You can also deny the training request by selecting "deny" and then hitting "save" at the bottom of the page.

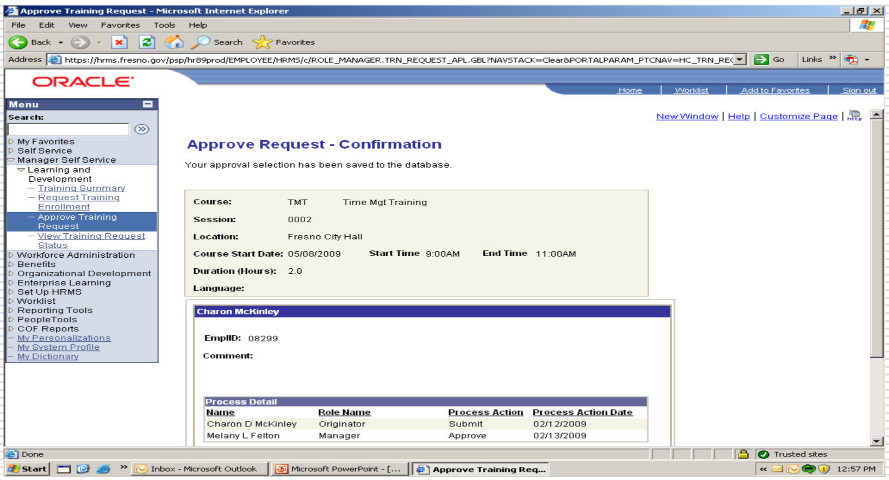
Beneath the approve/deny drop-down screen is a list of comments that can be selected and included along with the decision to approve/deny. To access that feature, click on the magnifying glass to the right of the "Select a Comment from the look-up prompt" box.

Training and Development: Approve Training Request



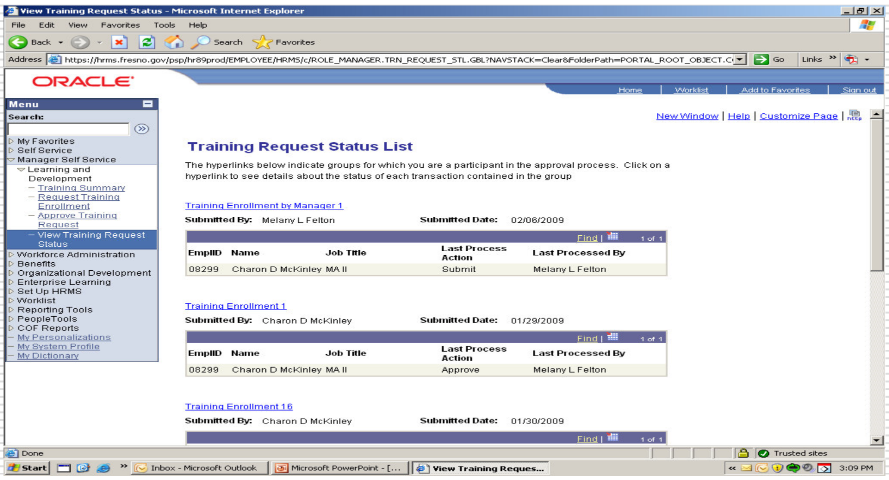
This shows that the request for training was successfully received. Click on "ok" to continue.

Training and Development: Approve Training Request



This page shows the supervisor/manager that (in this example) the employee's request for training was approved.

Training and Development: View Training Request Status



The hyperlinks indicate training requests from your staff. Click on a hyperlink to see details about the status of each request.

Questions?

- Melany Felton, HR Manager, 621-6934
- Charon Mckinley, MAII, 621-6958